



State of Connecticut
Department of Developmental Services



Dannel P. Malloy
Governor

Terrence W. Macy, Ph.D.
Commissioner

Kathryn du Pree
Deputy Commissioner

April 22, 2011

Qualified Provider: Agency with Choice Designation

To Qualified Providers:

We have developed criteria for qualified providers who want to provide an Agency with Choice option for individuals and families. An Agency with Choice is an option for individuals and families who want to participate in the recruitment and supervision of staff without the responsibility of becoming the employer of record.

Providers who want to become a designated Agency with Choice Provider must do the following:

- Review the criteria to provide Agency with Choice services
- Check those services which will be offered as an Agency with Choice
- Have written procedures on the implementation of Agency with Choice services
- Return the signed assurance and a copy of the procedures to:

Department of Developmental Services
Operations Center – Cheshire Office
25 Creamery Road
Cheshire, CT 06410

Qualified Providers who submit the signed assurance and procedures will be given an Agency with Choice designation on the DDS Qualified Provider list for those services they are qualified for and selected on the Agency with Choice assurance.

For questions and additional information, contact Maureen Prewitt at 203-806-8778 or email at maureen.prewitt@ct.gov.



State of Connecticut Department of Developmental Services



Dannel P. Malloy
Governor

Terrence W. Macy, Ph.D.
Commissioner

Kathryn du Pree
Deputy Commissioner

DEPARTMENT OF DEVELOPMENTAL SERVICES Agency with Choice Assurance

Agency with Choice Services: Qualified Provider requirements for the Individual Family Support and Comprehensive Waivers

Provider agrees to:

1. Interview/consider all candidates an individual/family wants to hire. Explains the reason(s) with the family if the agency chooses not to hire a referred candidate.
2. Complete all necessary screenings for the potential hire: DDS registry, background check, motor vehicle check if driving, license check if required, etc.
3. Complete all necessary employer of record documentation for the employee: I-9, W-4 State and Federal, etc.
4. Provide worker's compensation and other insurance and health benefits that other agency employees receive.
5. The provider shall pay employees in compliance with federal and state Department of Labor wage and hour rules.
6. Invoices the Fiscal Intermediary for services rendered.
7. Provide all training required of the waiver services(s) that the employee will provide to the individual. Include the individual/family in training activities to the greatest degree possible.
8. Assist the individual/family to provide other training as required in the IP.
9. Assist individual/family to set and modify employee schedule as needed.
10. Assist the individual/family to manage/supervise the employee.
11. Provide back up support.
12. Have written Policies and Procedures on the administration of Agency with Choice Services.

Check the services which Provider wants to provide as Agency with Choice.

- | | |
|---|--|
| <input type="checkbox"/> Supported Living | <input type="checkbox"/> Individual Day Supports |
| <input type="checkbox"/> IS Habilitation | <input type="checkbox"/> Supported Employment Individual |
| <input type="checkbox"/> Personal Support | <input type="checkbox"/> Respite Individual |
| <input type="checkbox"/> Adult Companion | |

Provider Name:

Authorized Representative

Print Name

Agency Name

Authorized Representative

Signature

Date